



DEPARTMENT OF THE ARMY
181ST TRANSPORTATION BATTALION
Unit 30020
APO AE 09166-5000

AETV-SCS-DA

1 MARCH 2002

MEMORANDUM FOR RECORD

SUBJECT: BUS COURSE ENROLLMENT STANDARDS

1. METHODS AND OPERATIONS PROCEDURES.

2. The bus course purpose:

The 293rd BSB (MANNHEIM) Bus Course is conducted for the soldiers whose units are customers of the MANNHEIM TMP. Commanders may request training through the 181st Trans Bn Driver's Academy IAW the guidelines below. Seating is limited.

3. BUS COURSE ENROLLMENT STANDARDS

a. Priority:

- Priority is soldiers on orders from their unit as *Primary Unit Bus Driver* or *Alternate Unit Bus Driver*.
- Memorandum of request or e-mail sent thru 181st Trans Bn Drivers Academy.
- Include the checklist from the Commander's Interview IAW Appendix B of AR 600-55, and the following checklist:
 - a. SM DEROS (**minimum of one year retain ability in command upon graduation**)
 - b. SM DOB (**minimum age is 21 years prior to course start date**)
 - c. SM has original DA Form 348 with USAREUR Driver's testing Station Stamp
 - d. SM has no appointments or duty during class
 - e. SM has not received any Article 15's in the past 12 months
 - f. SM is not pending any unfavorable action
 - g. SM is exempt from all unit formations while in class (SMs that remain on duty rosters will be dropped from class)
 - h. SM is experienced in a standard transmission vehicle (**UNTIL FURTHER NOTICE**)
 - i. SM has experience in driving heavy equipment (**properly annotated on DA Form 348**)
 - j. Duty uniform is BDUs
 - k. **MUST** include checklist from Commanders Interview IAW Appendix B of AR 600-55

- Training is currently a two-week long course.
- Soldier NAME submission format—

<u>RANK / NAME IN FULL</u>	<u>SSN</u>	<u>UNIT</u>	<u>AGE</u>	<u>DEROS</u>
----------------------------	------------	-------------	------------	--------------

4. POC for this memo is the undersigned @ 380-4729.
5. “Standards Start Here!”

ALBERT L. ELLIOTT JR.
SSG, USA
DRIVERS ACADEMY INSTRUCTOR